



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

May 8, 2006

To: Department Heads

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2006 CSAC CHALLENGE AWARDS

A call for entries has been sent out by the California State Association of Counties (CSAC) for its 2006 Challenge Awards program. The Chief Administrative Office (CAO) deadline to receive entries from County departments is **Monday, June 12, 2006**. There is only one category for entry: County Government. Judges will be looking for innovative and unique programs, which have been in existence for at least **one year**. County programs or projects that have previously won a Challenge Award will not be considered. (Attached is a brochure with contest details.)

Although some departments may have already received a direct notification letter concerning award entries, CSAC has requested that the CAO be responsible for coordinating the filing of all applications for the County. Therefore, I am requesting that departments submit their entries to this office.

As in the past, the CAO will send one Los Angeles County check to cover the required \$35 filing fee per entry. All Los Angeles County entries will be submitted by this office under one Letter of Endorsement. CSAC's filing deadline is June 16, 2006. Therefore, if you plan to submit an entry for the 2006 Challenge Awards, remember that the final **CAO deadline is Monday, June 12, 2006 at 5:00 p.m.** Please send an **original plus three copies** to:

Victoria Pipkin-Lane
CAO Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012
Attention: Dianne Davis

The 2006 Challenge Awards will be presented at the annual CSAC meeting, which will be held November 28 through December 1, 2006 in Orange County. If you need additional information, please contact me at (213) 974-1101 or staff may contact Victoria Pipkin-Lane at (213) 974-2495 or via e-mail at vpipkin@cao.co.la.ca.us.

DEJ:GK
VPL:dd

Attachment

c: Each Supervisor

CALIFORNIA
Counties

2006
CHALLENGE
AWARDS

CALL
FOR
ENTRIES

DEADLINE JUNE 16, 2006



California
State
Association of
Counties



2006 CSAC CHALLENGE AWARDS

CALL FOR ENTRIES



The California State Association of Counties
(CSAC) invites you to enter our
2006 Challenge Awards competition.

These unique awards recognize the innovative and creative spirit of California county governments for finding new and effective ways of providing programs and services to their citizens. The 2006 CSAC Challenge Awards will be presented at the Association's Annual Meeting in Orange County, November 28 - December 1.



Please read the following instructions and consider your county's programs to win one or more of these special awards.

CCS Partnership Awards Program Seeks Collaborative Projects

The Cities, Counties and Schools (CCS) Partnership is holding its 2006 California Community Partnership Award program this year in conjunction with the CSAC Challenge Awards.

County programs or projects that feature collaboration with other local government agencies are eligible.

Partnership Award entries can be submitted along with your Challenge Award entries. Programs can be entered in both awards competitions. Just clearly mark which award program you are entering a project in.

For more information regarding the California Community Partnership Awards on entry criteria, visit the CCS Partnership Web Site at www.ccspartnership.org, or call 916/323-6011.

The CCS Partnership is a joint effort of CSAC, the League of California Cities and the California School Boards Association.

2005 CSAC Challenge Award Recipients

Alameda County	Foster Care Automated Tracking System
Butte County	Soaking Up the Sun
Contra Costa County	Independent Living Skills Program Speakers Bureau
Los Angeles County	Library Self-Service Pilot
Madera County	Lost and Found
Riverside County	Creating Livable Communities – The Public Health Partnership
Riverside County	Youth Accountability Team
San Diego County	Amazon Wish List
San Mateo County	One-e-App – One-Stop Health Insurance Application and Enrollment
Santa Clara County	Sheriff's Office Tactical Medical Team

*Detailed descriptions of the 2005 recipient programs
can be found on CSAC's Web site at www.csac.counties.org.*

Entry Categories

There is only one category for entry: county government. Judges will be looking for innovative and unique programs. County programs or projects submitted must have been in existence for at least one year. County programs or projects that have previously won a Challenge Award will not be considered.

Deadline

All entries must be postmarked by June 16, 2006, to be considered. Faxed entries *will not* be accepted. Entries *cannot* be returned.

Entry Fees

\$35.00 per entry. A check payable to CSAC Challenge Awards must accompany EACH entry. If entering multiple entries, a single check with a total amount (\$35 for each program entered) may be submitted. Credit card payments *cannot* be accepted.

Selection Criteria

A panel of county and private sector officials will evaluate the entries. In the unlikely event that a judge has a close affiliation with an entry, he or she will withdraw from judging that entry. Judges' decisions are final. The following criteria will be used to select the winners:

- Statement of the problem and solution.
- Cost-effectiveness of the program/project.
- Long-term impact on the community.
- Innovation, resourcefulness, vision, uniqueness and risk-taking.
- Replicability of the program/project.
- Conformance to application instructions as set forth in the "Entry Instructions" in this brochure.

General Information

Two levels of awards will be presented by CSAC: Challenge Award Trophies and Merit Award Certificates.

- CSAC will publish a Challenge Awards Directory spotlighting all entries received. It will be distributed at the CSAC Annual Meeting and mailed to all county supervisors, administrators, department heads and entry contacts.
- Challenge Award winners will also be featured on CSAC's Web site at www.csac.counties.org, and in the Annual Meeting edition of *California County* magazine.
- Challenge Awards will be presented at the CSAC Annual Meeting in Orange County November 28 - December 1, 2006.
- In the event that a multi-county application wins, each county will receive an award.
- All winners will be notified by mail upon completion of judging in September.
- If you have any questions, contact David Liebler at 916/327-7500, ext. 530; E-mail: dliebler@counties.org.

Entry deadline: Friday, June 16, 2006

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Entry Instructions

Fill out official entry form inside this brochure. A printable version of the entry form is also available online at www.csac.counties.org.

Obtain a Letter of Endorsement. This is simply a letter signed by either your Board Chair or Chief Administrator authorizing the entry of the county's programs in the Challenge Awards competition. Counties may submit one (1) letter of endorsement for all entries, but please list each entry by program name in your letter of endorsement.

Construct your "Executive Summary." This is your statement of the challenge and the solution. Your Executive Summary is a very important part of your entry. It must be **NO MORE THAN TWO 8 1/2 BY 11 DOUBLE-SPACED PAGES**. Since this will be published for statewide distribution, please present the information as you would like to see it in print. CSAC reserves the right to edit this material.

Make check(s) payable to: CSAC CHALLENGE AWARDS.

A payment of \$35.00 must accompany **EACH** entry. If entering multiple entries, a single check with a total amount (\$35 for each program entered) may be submitted. *However, a photocopy of the check must be submitted with each entry.*

Send in your entry. You must send three (3) complete copies of each entry form and Executive Summary, along with either a check or photocopy of group payment and your letter of endorsement (see entry form for address).

All entries must be postmarked by June 16, 2006. Entries may not be faxed. Entries received by CSAC will not be returned.

.6, 2006

**Organize your
Executive Summary as follows:**

Overview - Provide a brief, 250 word summary of your program or project.

Problem or Challenge - Describe the problem or challenge your county faced and the process used to address this problem. Explain the unique or critical factors that led to this project.

Solution - Describe the steps taken by the county to solve the problem or overcome the challenge.

Budget/Costs/Savings - How much money was budgeted to fund the project?

 List all sources of funding for the project.

 Did the project come within/under budget?

 What costs were involved, what savings were realized?

 What is the measure of increased productivity or time saved?

Results - Describe the results of the program/project. Discuss how the program or project has positively affected the community, improved delivery of services to the public, or improved administration of a program internally.

Project or Program Contact - List the name, title, mailing address, phone and e-mail address of the person who can be contacted about this program.

Optional Submission - If your project involved the development of a video or CD, please enclose one copy. Videos/CDs will not be returned and become property of CNA. Please limit supporting material - such as brochures, final reports or other information - to items that are directly relevant to this project.

Entry Form

You may type this information on a separate sheet and submit as
Page 1 of your entry:

County(ies) Name(s)

Contact Name and Title

Mailing Address

City

State

Zip Code

Phone

Ext.

Email

Title of this entry *(to be used on award – seven words maximum)*

Remember to

Include the following for each entry:

- Completed entry form
- 2-Page executive summary
- Copy of endorsement letter authorizing entry. One letter may be used for multiple entries, but please include a copy for each entry.
- Enclose payment of \$35 for each entry. One check may be used for multiple entries.

Checks should be made payable to: **CSAC Challenge Awards.**

Mail or deliver all of the above to:



CSAC Challenge Awards
1100 K Street, Suite 101
Sacramento, CA 95814



California State Association of Counties
1100 K Street, Suite 101
Sacramento, CA 95814
www.csac.counties.org